

GIRL SCOUTS OF CONNECTICUT

Position Title: Program Specialist

Reports to: Program Manager

**Location: North Windham with
(1) Day week in North Haven**

POSITION SUMMARY:

The Program Specialist is responsible for implementing the annual tactical plans to ensure the success of the council's program services. She/he will deliver the Girl Scout Program throughout their assigned region to address the needs and interests of the Girl Scout members and attract nonmembers to the organization in order to increase the recruitment and retention of girl and adult members to the movement.

MAJOR ACCOUNTABILITIES:

- Implements all applicable aspects of the strategic plan related to program initiatives.
- Develops, implements and promotes programmatic resources/tools to support our members.
- Designs and implements appropriate age level events for program calendar.
- Provides Girl Scout Program for girls in areas where recruiting adult volunteers to lead troops/groups has been consistently difficult.
- Implements programs that address the programmatic needs of the girls and council.
- Develops and maintains relationships in the community in order to expand opportunities for girls to participate in Girl Scout program.
- Collaborates with community partners and educational institutions to provide troops/groups the opportunity to participate in Girl Scout activities.
- Prepares site/event specific budgets and monitors them to ensure adherence to the approved program budget. Assists with the preparation of the Program Department budget.
- Supports and promotes all aspects of Girl Scouting for the council by serving as an informal, positive spokesperson for the movement.
- Keeps abreast of trends and issues in the community affecting girls and council services and GSUSA's changes.
- Maintains records related to job function and contributes to reports.
- Contributes written materials in order to promote programs or support the membership.
- Recruits and supports program volunteers in a specific geographical area, or aspect of program.
- Other duties as assigned.

SKILLS AND COMPETENCIES:

The ideal candidate will possess a minimum of 2 years experience in a community development and or program delivery position; will have proven organizational skills; work well in an inter-departmental team environment; and strong written and oral communication skills. Established relationships in their assigned community a plus. The candidate must have the ability to accommodate a flexible work schedule and be willing to travel throughout the state. Ability to work with a diverse group of staff, volunteers and girls is a must. The Program Specialist must have knowledge/expertise in all matters relating to current issues for girls; program implementation; project management; goal setting and achievement of stretch goals; and strong team building skills.

EDUCATION:

Bachelors Degree preferred, preferably in education or a related field or equivalent experience.

COMPENSATION BENEFITS:

Girl Scouts of Connecticut provides a competitive salary and benefits package.